

**OUT-OF-STATE
TRANSFER STUDENT CHECKLIST**

Student's Name: _____

Date: _____

Date of Birth: _____

1. IF Student is entering with special education records, including current IEP.

And ☐ Parents indicate that they are satisfied with the IEP and/or receiving school determines that current IEP is appropriate and can be implemented as written (goals, progress, special education and related services).

Then ☐ Immediately adopt and implement existing IEP from other school or district.
☐ Conduct an initial evaluation, if determined to be necessary by the LEA, to ensure the student meets the Utah eligibility requirements.
 • If LEA determines new evaluation is necessary, follow initial evaluation and eligibility determination procedures. Consider need for new IEP upon completion.
 • If LEA determines new evaluation is NOT necessary, document decision to adopt previous eligibility determination (Note: ensure that eligibility determination complies with Utah requirements).
☐ See Step 4.

2. IF Student is entering with special education records, including current IEP.

And ☐ Parents and/or school indicate that they are not satisfied with the IEP and/or current IEP is not appropriate and/or cannot be implemented as written (goals, progress, special education & related services).
☐ Provide a FAPE to the student, including comparable services to existing IEP.

☐ Conduct an initial evaluation, if determined to be necessary by the LEA, to ensure the student meets the Utah eligibility requirements.
 • If LEA determines new evaluation is necessary, follow initial evaluation and eligibility determination procedures. Upon completion of evaluation and eligibility determination, Provide Notice of Meeting and have the IEP team develop and implement a new IEP.
 • If LEA determines new evaluation is NOT necessary, document decision to adopt previous eligibility determination (Note: ensure that eligibility determination complies with Utah requirements).

Then ☐ See Step 4.

3. IF Student is entering without special education records.

And ☐ Parent reports/indicates that student was in special education in previous school.

First ☐ Request all special education records from previous LEA.
 • (The previous LEA in which child was enrolled must take reasonable steps to promptly respond to a verbal or written request for records from the new public agency.)
 • Document date of request and date of receipt.
☐ Verify special education status by telephone.

 • Document the following:
 ◦ Information obtained from (name and role of informant): _____

☐ Disability category: ☐ AU ☐ SLI ☐ DB ☐ DD ☐ ED ☐ HI ☐ ID
 ☐ MD ☐ OHI ☐ OI ☐ SLD ☐ TBI ☐ VI

☐ Description of type, amount, and duration of special education and related services

☐ Date of last eligibility: _____ Date of Last IEP: _____

☐ How student participated in statewide assessment _____

☐ Progress reports _____

☐ Attendance and disciplinary data: _____

Then ☐ Provide a FAPE to the student, including comparable services to existing IEP.

- See Step 4.

4. Receiving student special education records.

- Upon receipt of special education records, review file and determine if Step 1 or Step 2 is more appropriate and ensure special education file contains at least minimum requirements:
 - Signed parental Consent for Initial Placement
 - Current Eligibility Determination with an Evaluation Summary Report
 - Current IEP
- Have team decide what additional data/documentation are needed to correct incomplete or incorrect file contents and take necessary actions to complete file.

Note: Experiencing difficulty in obtaining the IEP from the previous LEA does not relieve the current LEA of its obligation to have a current IEP in place for an eligible student.